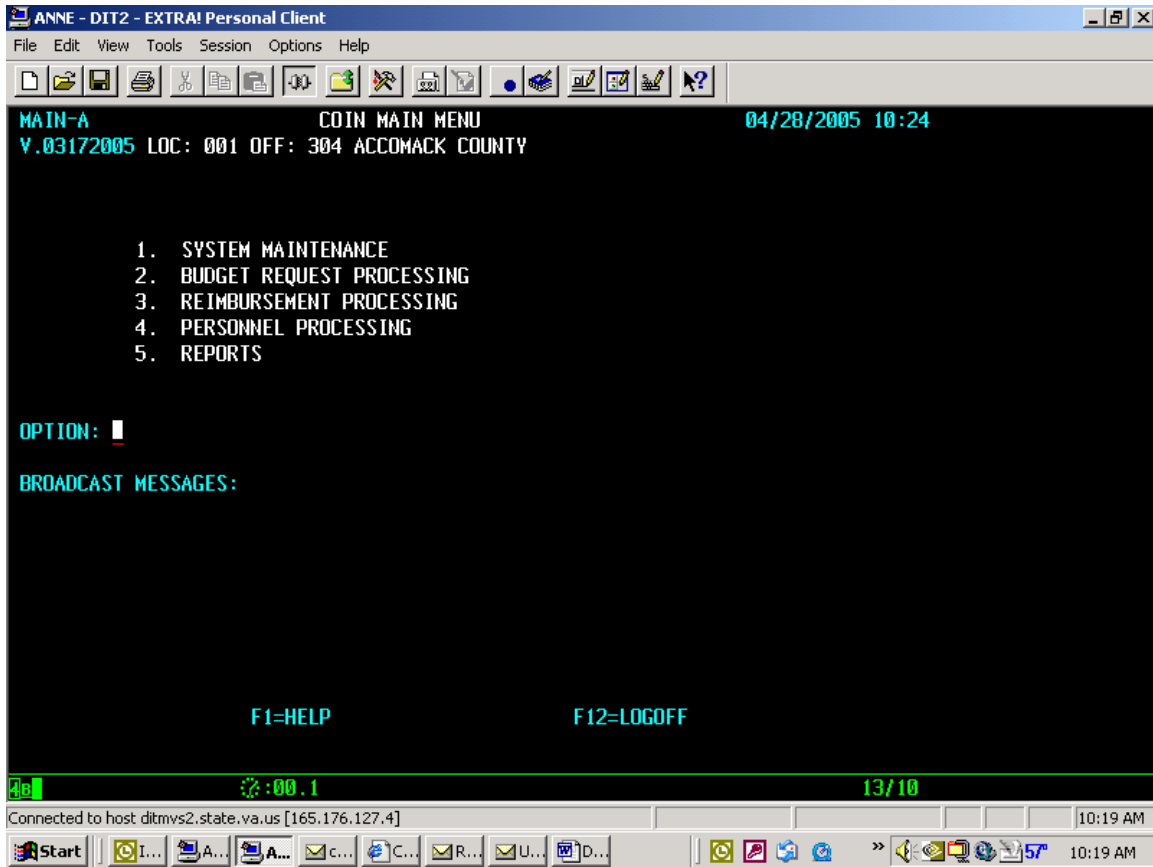


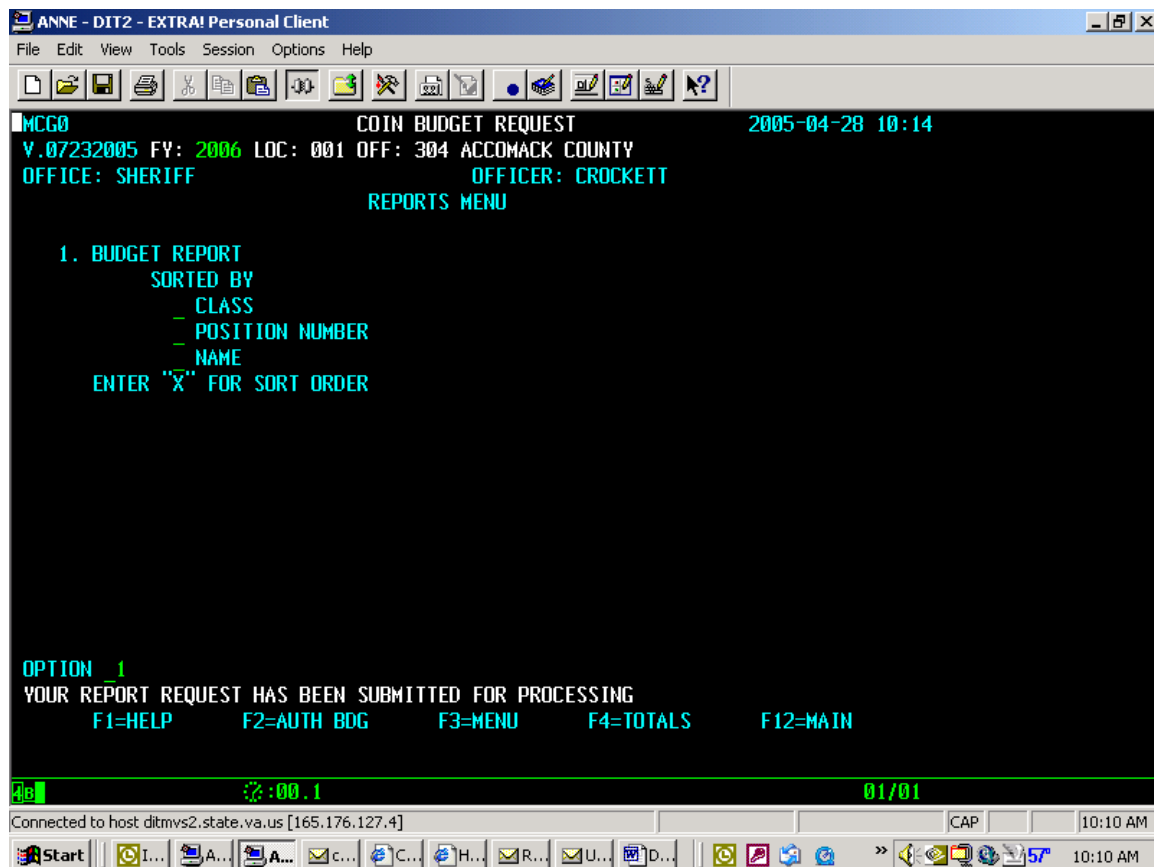
## Requesting A Budget Report From COIN

The Reports Menu can be accessed by entering option 5 on the COIN Main Menu.



The Budget Report is option 1 on the Reports Menu. Enter option 1 along with the desired sort sequence, if no sort sequence is specified the Budget Report will be printed in Class Code order.

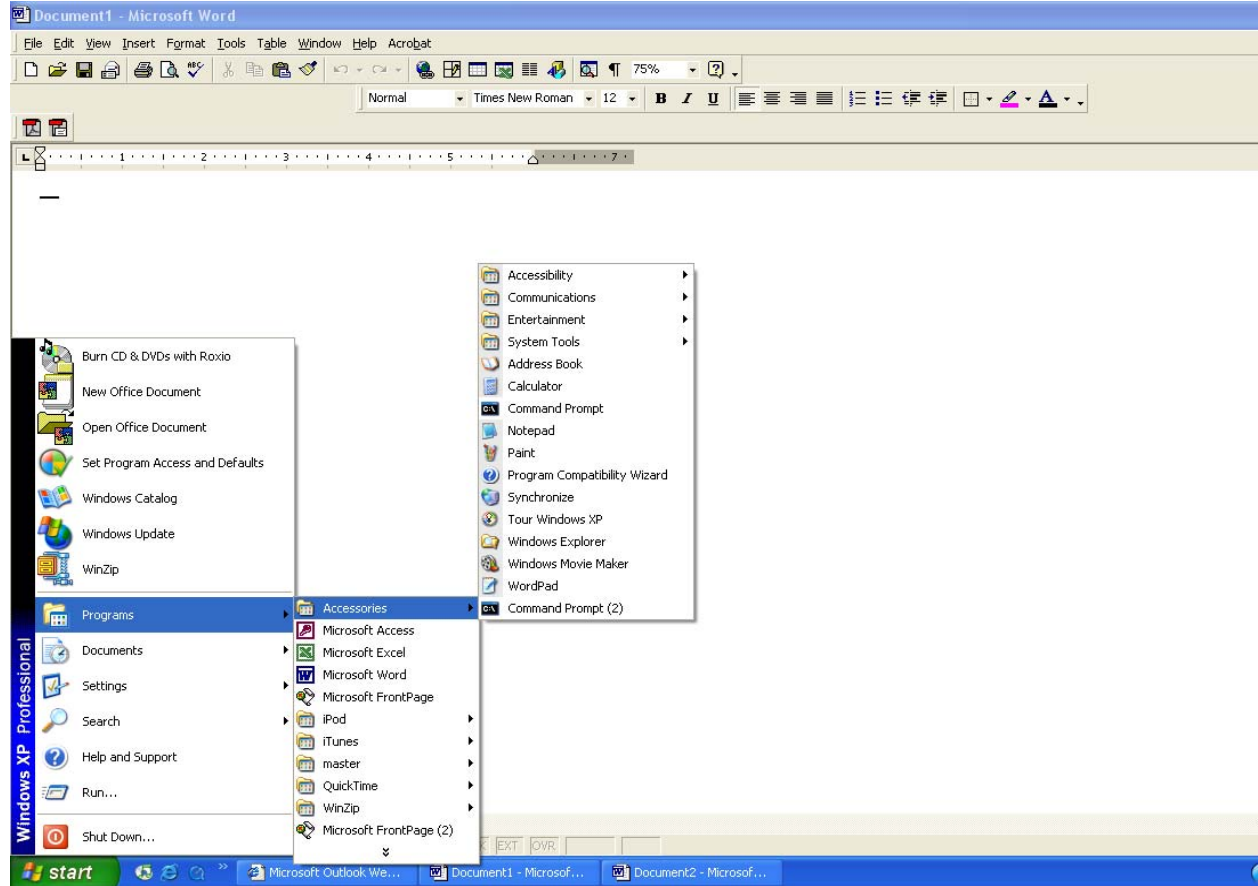
Governing Bodies will have the ability to request a budget report for each office in their locality. You will need to enter Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office in your locality.



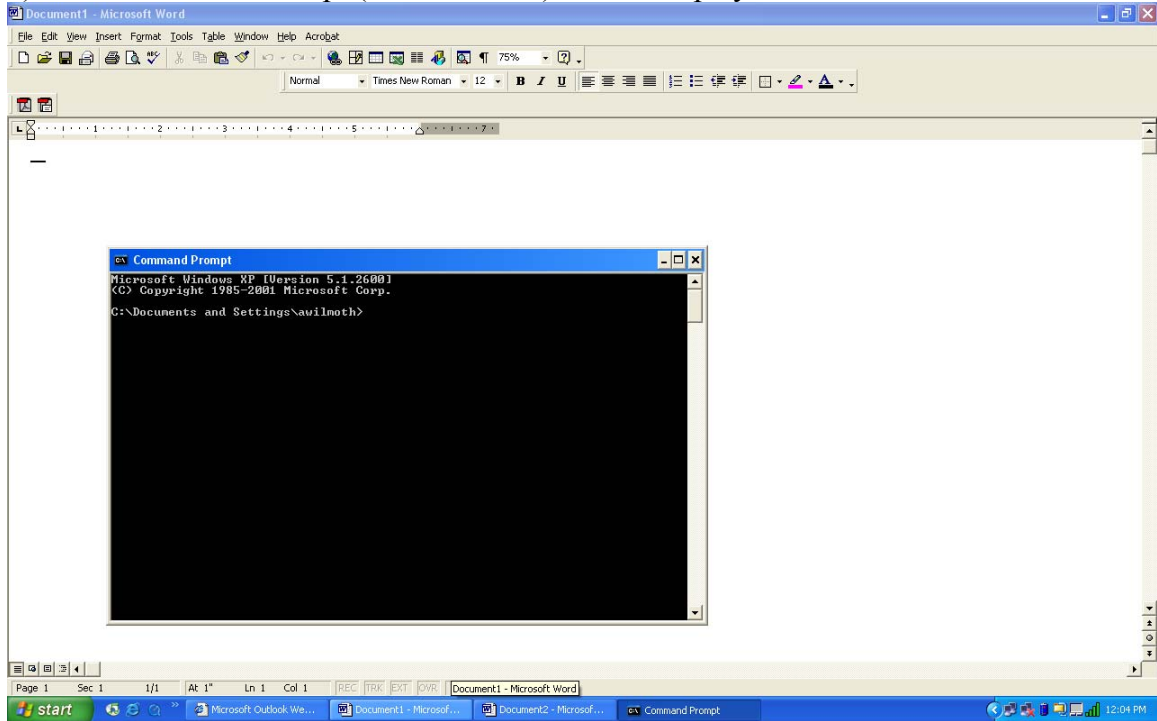
Your Budget Report should now be ready to download from the VITA mainframe, follow the steps listed next to retrieve the Budget Report.

## FTP Instructions for the Budget Report

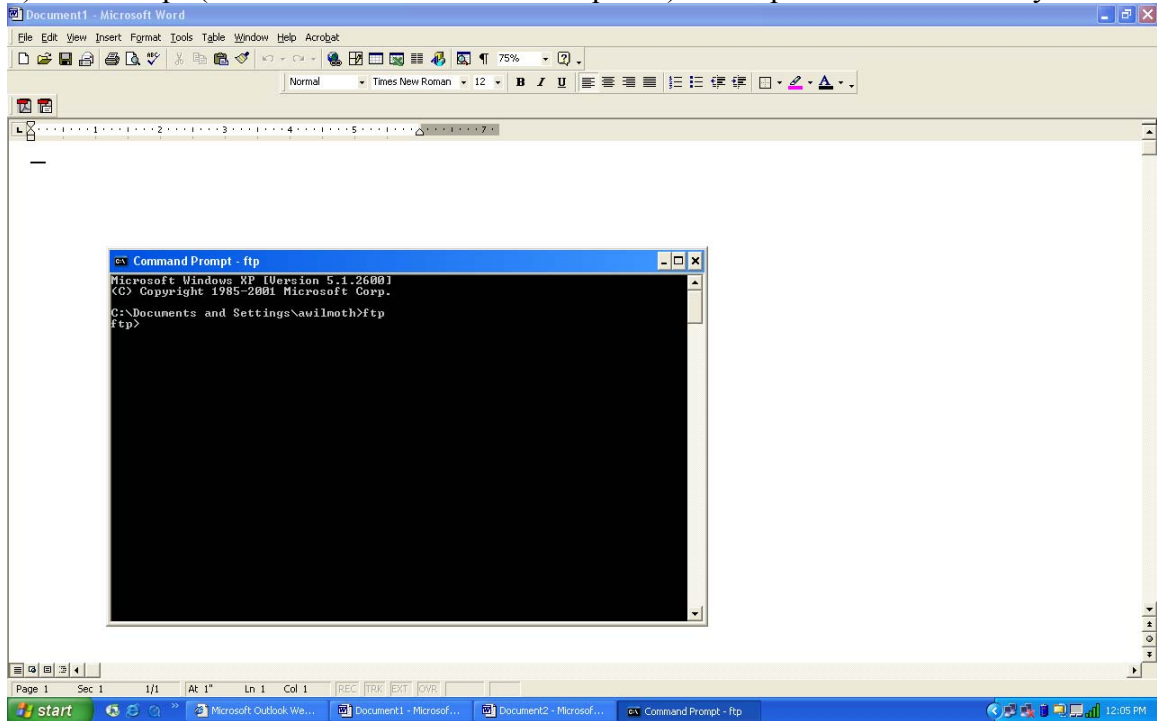
- 1) Open the Command Prompt (also known as the MS-DOS prompt). The Command Prompt is usually found under accessories.
  - a. Click the START button found at the bottom of your Windows screen.
  - b. Go to PROGRAMS
  - c. Go to ACCESSORIES.
  - d. Double click on Command Prompt.



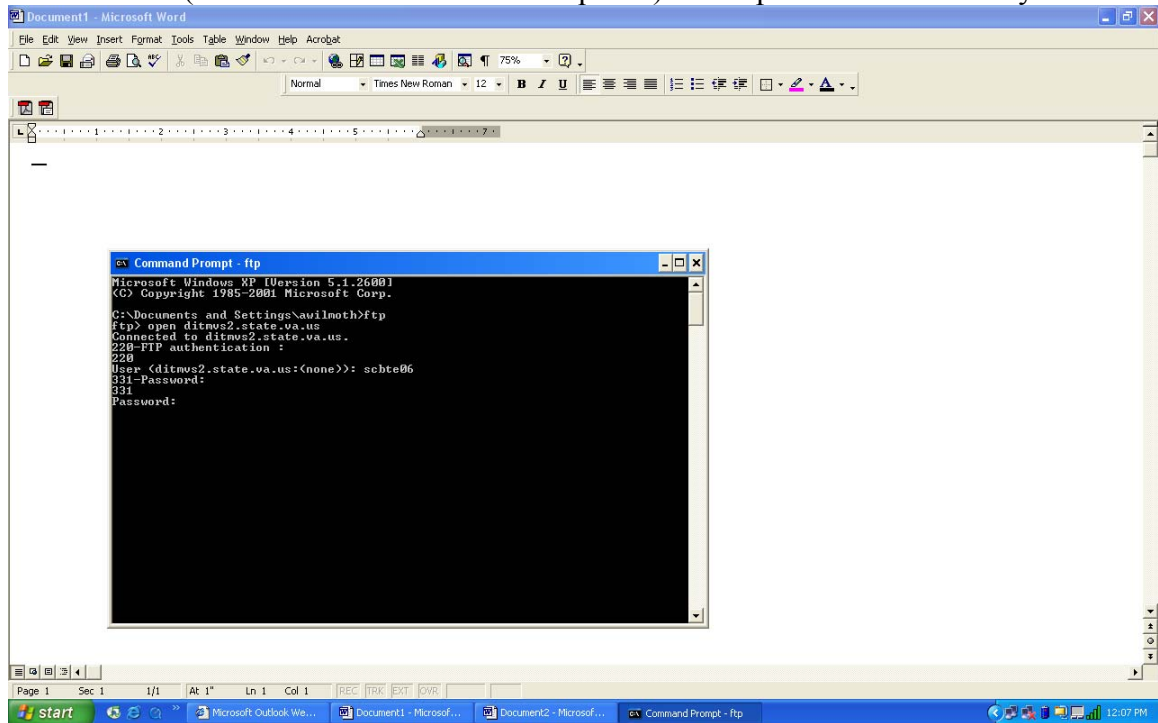
2) The Command Prompt (DOS window) will be displayed.



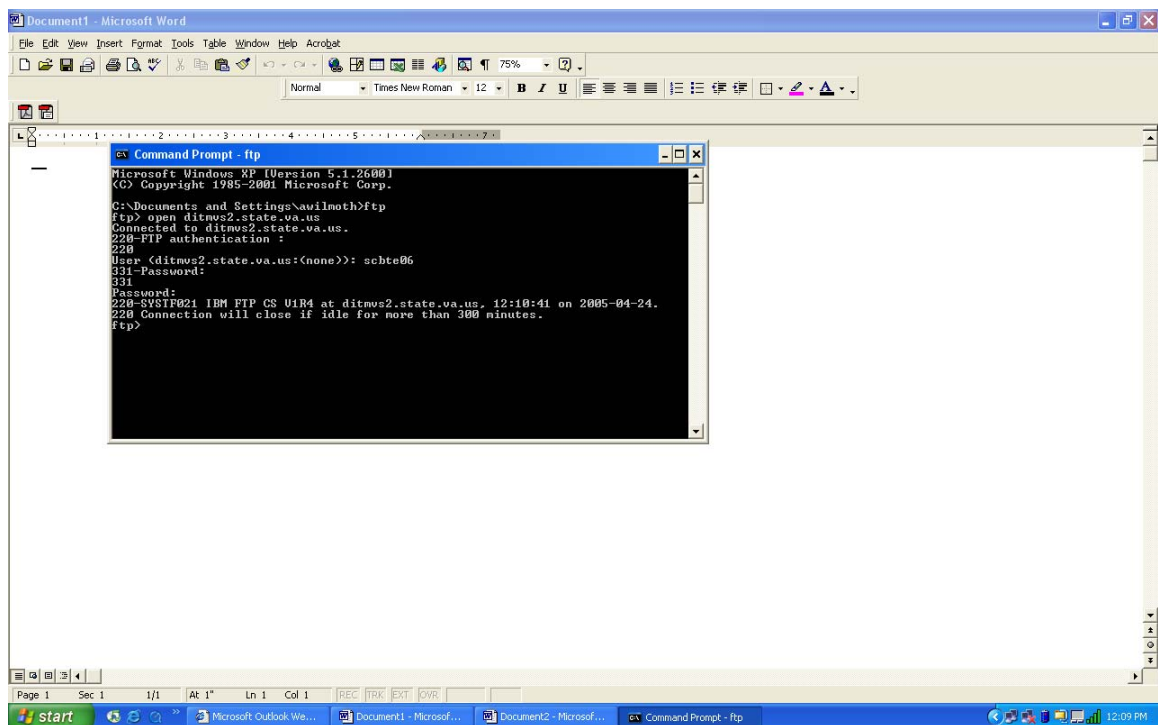
3) Enter 'ftp' (in lowercase and without the quotes) and depress the ENTER key.



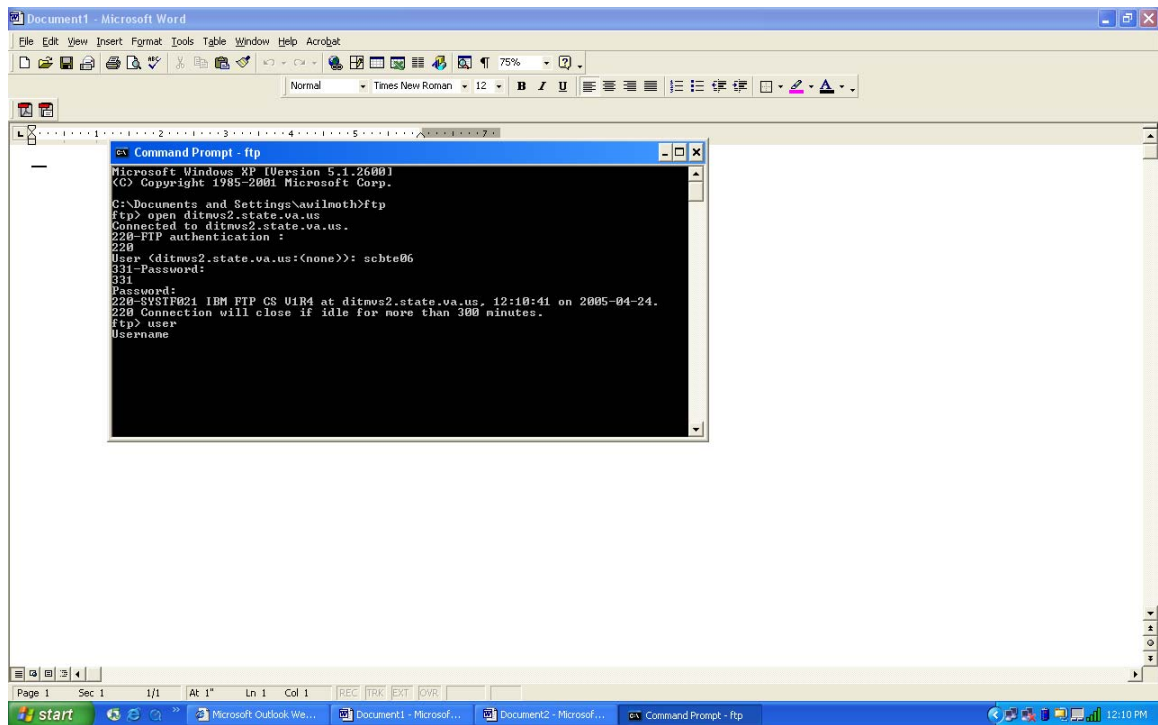
- 4) Enter 'open ditmvs2.state.va.us' (in lowercase and without the quotes) and depress the ENTER key.
- 5) You will be prompted for a USERNAME. This is a firewall username. Enter 'scbte06' (in lowercase and without the quotes) and depress the ENTER key.



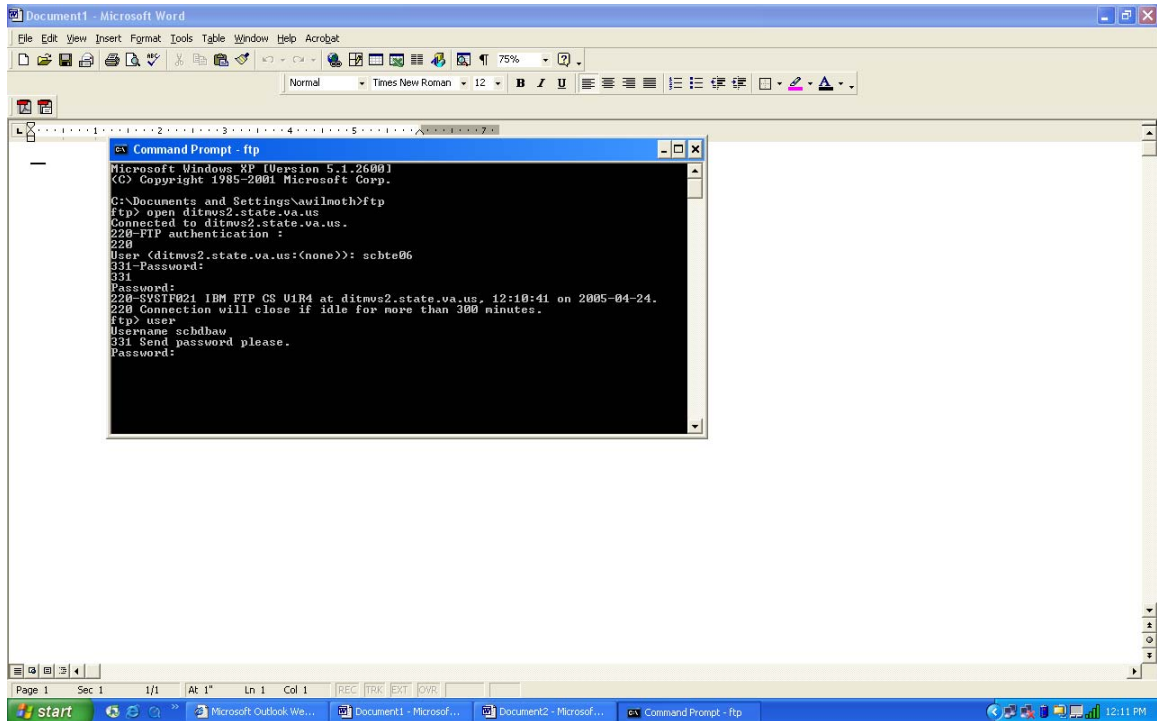
You will be prompted for a password. This is the password for the firewall username.  
Enter 'scbte06' (in lowercase and without the quotes) and depress the ENTER key.



Type in 'user' (in lowercase and without the quotes) and depress the ENTER key.



You will be prompted for a Username. This is your COIN logon-ID. Enter your COIN logon-ID in lowercase and depress the ENTER key.



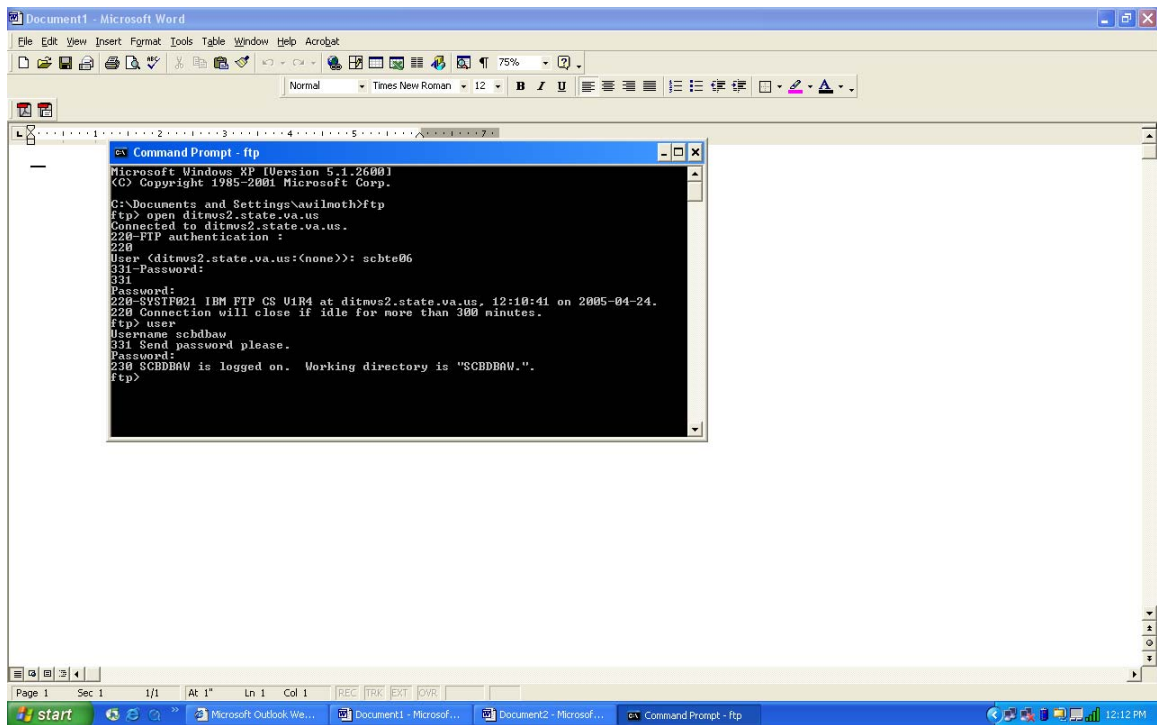
The screenshot shows a Microsoft Word window titled 'Document1 - Microsoft Word' with a standard menu bar and toolbar. A 'Command Prompt - ftp' window is open over the Word document. The Command Prompt displays the following text:

```
Microsoft Windows XP (Version 5.1.2600)
(C) Copyright 1985-2001 Microsoft Corp.

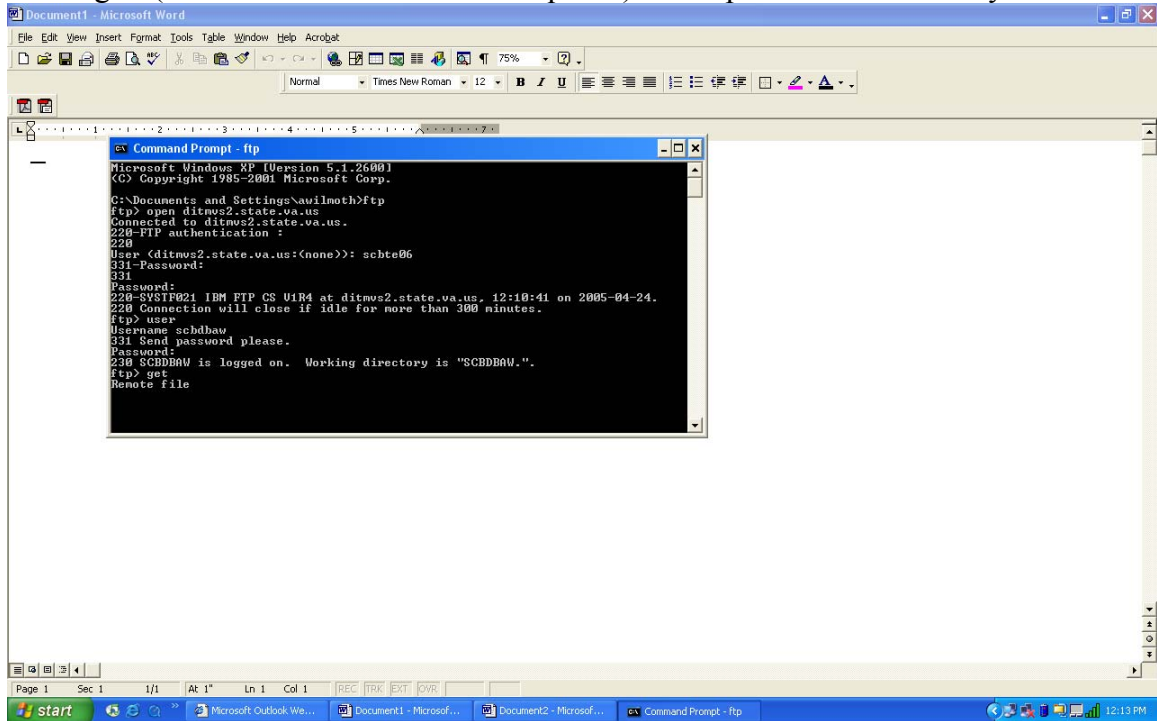
C:\Documents and Settings\avilmoth>ftp
ftp> open ditms2.state.va.us
Connected to ditms2.state.va.us.
220-FTP authentication i
220
User (ditms2.state.va.us:(none)): schte06
331 Password:
Password:
220-SYSTP821 IBM FTP CS U1R4 at ditms2.state.va.us, 12:10:41 on 2005-04-24.
220 Connection will close if idle for more than 300 minutes.
ftp> user
Username schdhaw
331 Send password please.
Password:
```

The Command Prompt window has a title bar that says 'Command Prompt - ftp' and standard window controls. The Word document is visible in the background, showing a blank page with a ruler and a status bar at the bottom.

You will be prompted for a password. This is the password for your COIN logon-ID. Enter your COIN password in lowercase and depress the ENTER key.

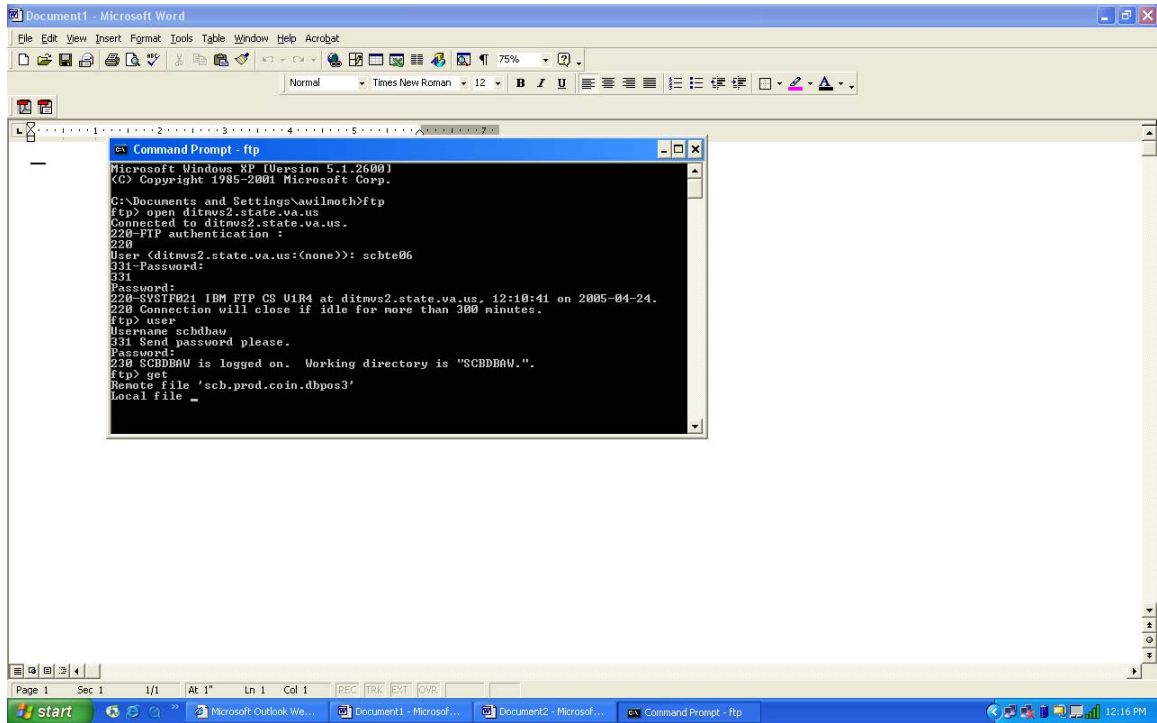


You are now ready to retrieve the file from the VITA mainframe.  
Enter 'get' (in lowercase and without the quotes) and depress the ENTER key.





You will be prompted for the Remote File Name. This is the name of the file stored on the VITA mainframe. This file name should be entered in single quotes. For example, 'scb.prod.coin.lxxx.oxxx.budget.rtf' (replace the lxxx with the lowercase letter 'l' followed by your locality number and replace the oxxx with the lowercase letter 'o' followed by your office number. For example, 'scb.prod.coin.1001.o304.budget.rtf' Enter the file name and depress the ENTER key.



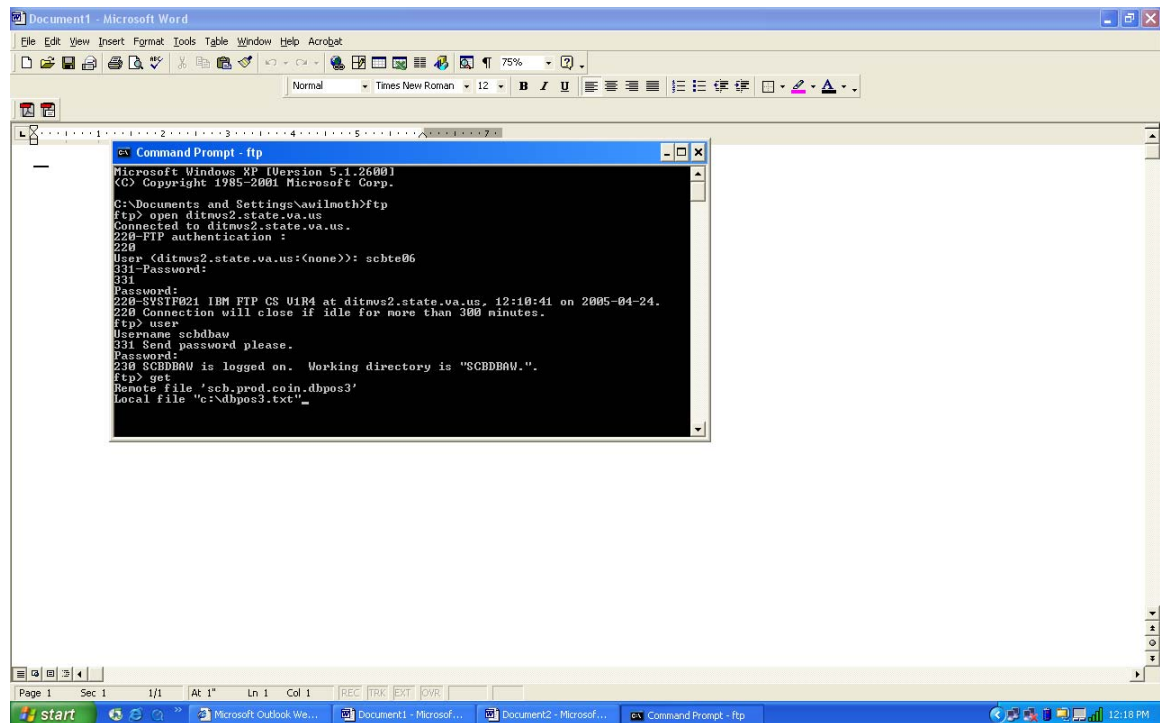
The screenshot shows a Microsoft Word window titled 'Document1 - Microsoft Word' with a standard menu bar and toolbar. A Command Prompt window titled 'Command Prompt - ftp' is overlaid on top. The Command Prompt shows the following text:

```
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\auilmoth>ftp
ftp> open ditms2.state.va.us
Connected to ditms2.state.va.us.
220-FTP authentication :
220
User (ditms2.state.va.us:(none)): scbte06
331
331 Password:
Password:
220-SYSTF021 IBM FTP CS U4R4 at ditms2.state.va.us, 12:10:41 on 2005-04-24.
220 Connection will close if idle for more than 300 minutes.
ftp> user
Username scbdbhaw
331 Send password please.
Password:
230 SCBDBAW is logged on. Working directory is "SCBDBAW.".
ftp> get
Remote file 'scb.prod.coin.dbpos3'
Local file _
```

The Command Prompt window has a standard Windows XP title bar and window controls. The Word document is visible in the background, showing a blank page with a ruler and a status bar at the bottom.

You will be prompted for a Local File Name. This is the name of the file as you want to name it on your PC. Make sure the file name extension matches the last node of the Remote file name (for example .rtf). This file name should be entered in double quotes. For example, "C:\budgetreport.rtf". Enter the file name and depress the ENTER key.



When the file has transferred to your PC the total number of bytes of data transferred will be displayed and FTP will echo back on the screen. To exit the FTP process, enter 'quit' (without the quotes) and depress the ENTER key. This will return the command prompt to the 'C' prompt. Enter 'exit' (without the quotes) to close the Command Prompt window

To print a file that ends with an extension of '.rtf' (denotes rich text format) you can open the document using Microsoft Word, or can right click on it from the Window's Explorer program. The file should require no additional formatting for printing.

### Technical Assistance

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Anne Wilmoth	<a href="mailto:anne.Wilmoth@scb.virginia.gov">anne.Wilmoth@scb.virginia.gov</a>
Dan Munson	<a href="mailto:dan.munson@scb.virginia.gov">dan.munson@scb.virginia.gov</a>
Craig Giegerich	<a href="mailto:craig.giegerich@scb.virginia.gov">craig.giegerich@scb.virginia.gov</a>
Frank Connelly	<a href="mailto:frank.Connelly@scb.virginia.gov">frank.Connelly@scb.virginia.gov</a>